

**Casa Primavera Homeowners Association
Reserved Use of Clubhouse Agreement**

The Clubhouse is available for social events hosted by and for direct benefit of Canyon View homeowners and may not be used for functions that are opened to the general public. The Clubhouse may not be used for private or professional fund-raising events, commercial activity or any private club or organization without prior approval from the Casa Primavera Home Owners Association (HOA) Board of Directors. All contracted use of the Clubhouse requires the approval of the HOA Board of Directors.

Rules:

1. The rental fee for reserved use of the Clubhouse is \$50. A refundable security/cleaning deposit of \$250 is required at the time of approval of the rental and will be returned within 10 days of the end of the event conditional on satisfactory inspection of the property after the event. Failure to follow reserved use rules will result in forfeiture of the security/cleaning deposit. The fee will be waived for a reserved event to hold memorial services for a Homeowner.
2. The reserving homeowner must be in good standing with the HOA, and not delinquent in HOA fees or fines.
3. The reserving homeowner must be present at the event at all times.
4. Event attendance must not exceed 80 individuals.
5. The reserving homeowner will be responsible for any damage that occurs in and around the clubhouse due to the event. Damage that exceeds the cleaning/security deposit will be billed to the homeowner.
6. Clubhouse reservations are not transferable to another party.
7. The reserving homeowner must supply all food products, disposable serving products and paper products. Use of nondisposable dishes and the dishwashers is allowed.
8. The Clubhouse must not be used for any purpose or activity that is in violation of county, state and/or federal laws or ordinances.
9. Reservation of the Clubhouse may include the kitchen, main room and TV/Media room but does not include use of the pool table or exercise room. Rental of the facility does not include exclusive use of the restrooms.
10. No smoking is allowed within the Clubhouse or within 20 feet of any Clubhouse door, per Arizona statute.
11. Alcohol must not be served at any event for which the Clubhouse is rented.
12. No animals are permitted in the Clubhouse except service animals.

13. Reserved events must not exceed 4 hours in duration and must end in a timely manner so that everyone has exited the Clubhouse by 10 p.m. to allow inspection for return of security/cleaning deposit.
14. Only one rental event may be reserved per day. No event will be approved at a time when there is a scheduled Association meeting or social event.
15. Event participants may not use tape to hang signs to any painted surface or window. A sign may be taped to the doors indicating a rental event is being held.
16. No balloons on strings are allowed.
17. It is the responsibility of the reserving homeowner to report any damage or inoperable equipment to an HOA Board Member.
18. The Clubhouse must be reserved no more than four months in advance and no less than two months in advance. Board approval is necessary to complete the rental contract. All rentals must be made in a timely manner in order to be approved at the next available board meeting and posted on the Clubhouse events calendar, with the exception of Memorial Services.
19. Parking is to be confined to designated parking areas and is not allowed along streets or along the curbs around the Clubhouse.

After the event:

- Leave restrooms in clean and sanitary condition.
- Vacuum carpets.
- Clean kitchen counter tops, sink, stove, refrigerator and floors.
- Wipe tables with soft cloths and dry.
- Empty trash into large garbage cans on the patio. Replace indoor trash can liners.
- Stains or spills must be reported to the Chair of the HOA Board of Directors.
- Check to ensure that water faucets are turned off.
- Check to ensure that all lights are off with the exception of the lamps on timers.
- Do not turn off ceiling fans.
- Return furniture to original position.
- Do not leave food, decorations, etc., related to your event in the clubhouse.

To make a Clubhouse Reservation:

Please sign the attached Clubhouse Reservation Form and submit to an officer or director of the Casa Primavera Home Owners Association Board of Directors. For a current list of officers and directors go to our web site, www.canyonviewhoa.org, or check the Clubhouse bulletin boards.

Rules approved by Board of Directors on 2-9-2012. This document supersedes any and all previous rules related to clubhouse rentals.

**Casa Primavera Home Owners Association
Clubhouse Reservation Form**

Date of request: _____

Name: _____

Address: _____

Phone: _____ E-mail (optional): _____

Date of event: _____ Time begins _____ Time ends _____

Name of event: _____

Estimated number of attendees: _____

Will any attendees be under age 18? Yes No

Payment for \$50 rental fee:

Cash Check

Payment for \$250 security/cleaning deposit:

Cash Check

Make checks payable to Casa Primavera HOA

I acknowledge that I have been given a copy of the Clubhouse Use Rules and I agree to abide by these rules:

Signature: _____ Date _____

Approving Board member signature _____ *Date* _____

Casa Primavera Homeowners Association shall not be liable for any damage or injury to the reserving homeowner or his/her guests. The reserving homeowner using the Clubhouse agrees that he/she will not hold the Association liable in any way for any accident that occurs on common property. Additional insurance may be requested for some events.

[If rental is not approved, list reason _____

Signature of Board member _____ Date _____]